

EFFECTIVE

December 1, 2010.

SUBJECT

1. Adoption Services Manual (ADM) policy items have been updated. Changes have been made to:
 - Provide clarity and remove obsolete references.
 - Add information about:
 - Permanency Planning Conferences.
 - Required monthly caseworker visits/time frames.
 - Child specific recruitment plans.
 - Closed adoption records procedures.
 - DHS non-discrimination statement.
2. ADM 521 - Title IV-E Funding Requirements. This item has been added to clearly state the requirements for title IV-E funding of adoption services and adoption subsidy with respect to certain felony convictions of household members.

UPDATED ITEMS**ADM 210****Referral to Adoption**

Policy is updated to include details of the case acceptance requirements and describe adoption focused activities that must begin within 7 days of the acceptance of the adoption case transfer. Information about Permanency Planning Conferences (PPC) is added. References to CIMS are removed.

Reason: Clarification and update of policies.

ADM 230**Adoption Services by a Contracted Adoption Agency**

This item is updated to include a policy reference for required monthly caseworker visits and to add the DHS-606, Child Adoption Assessment Addendum, and DHS-612, Adoptive Family Assessment Addendum, to the required assessments. The time frame for providing assessment clarifications or revisions to DHS is changed to 7 days.

Reason: Policy clarifications and alignment with contracted adoption agency contracts.

ADM 300

Child Adoption Assessment

Policy is updated to clarify the requirements of the child adoption assessment and define non-identifying information.

The time frame for completion of the child adoption assessment is changed to 45 calendar days from acceptance of the case.

Reason: Policy clarifications and alignment with the contracted adoption agency contracts.

ADM 330

Quarterly Adoption Progress Reports

Policy regarding the completion of the DHS-614, Quarterly Adoption Progress Report, is clarified.

Reason: Policy clarification.

ADM 400

Recruitment Efforts

Policy regarding child-specific recruitment plans is added.

The requirement to provide the DHS Publication 255, Michigan Department of Human Services Adoption Program Statement, to all prospective adoptive families who may be interested in adopting a child from DHS is added. Clarification of eligibility criteria for adoption of DHS supervised wards is added.

Reason: Policy update and clarification.

ADM 410

Adoption Orientation

The requirement to provide a copy of DHS Publication 255, Michigan Department of Human Services Adoption Program Statement, to all prospective adoptive parents at the time of orientation is added.

Reason: Policy update.

ADM 430**Application to Adopt**

The DHS non-discrimination statement is added to policy. The statement applies to all adoption applications for DHS supervised children.

Reason: Clarification of DHS policies.

ADM 440**Adoption by Agency Associate**

Policy is added that addresses adoption applications by agency board members and former board members.

Reason: This policy addresses potential conflicts of interest.

ADM 500**Preliminary Adoptive Family Assessment**

Policy is clarified and adds the use of the DHS-1926, Preliminary Adoptive Family Assessment, for a relative who has had no previous relationship with the child.

Reason: Policy clarification.

ADM 510**Adoptive Family Assessments**

- Policy is updated to clarify the use of the BCAL-3130 and DHS-612 for adoptive family assessment.
- Clarification of the date of the DHS-3190, Medical Statement for Foster Home Licensing/Adoption, is added.
- Clarification of policy regarding the evaluation of the number and age of children in the home is added.
- Policy is added stating that current or former foster care workers are not acceptable professional references for determining the family's ability to meet the needs of children.
- Policy is added that requires a copy of the adoptive family assessment addendum be given to the prospective adoptive

parents and that the parents sign an acknowledgement of receipt of the addendum.

Reason: Policy clarification.

ADM 520

Background Checks, Clearances, Criminal History Checks, and Fingerprinting

Reason: Policy is updated and clarified.

ADM 521

Title IV-E Funding Requirements

This item is added in order to clearly define the types of felony convictions that lead to ineligibility for title IV-E funding of adoption and adoption subsidy.

Reason: Title IV-E State Plan requirements.

ADM 540

Exclusions from Adoptive Family Assessment

This item contains minor grammatical corrections.

Reason: Grammar corrections.

ADM 600

Family Selection Process

Policy is added to clarify the use of the DHS-612, Adoptive Family Assessment Addendum, in documenting family selection decisions for the adoption of a specific child.

The policy regarding American Indian Children is moved from this item to ADM 630.

Reason: Policy clarification.

ADM 610

Placement Decisions for Adoption of a Specific Child (Consideration)

- Policy is added to clarify the needs that must be considered for placement decisions and documentation of those decisions.
- Policy is added regarding required actions following a disrupted or dissolved adoption.
- Policy regarding the use of the DHS-4809, Intent to Adopt form (previously Commitment to Permanency), is added. The time frame for notifying caregivers of the child's permanency plan change to adoption is changed to within 10 working days of the assignment of the adoption worker.

Reason: Policy clarification.

ADM 630

American Indian Children

Policy regarding Tribal resolution is moved from ADM 600 to this item.

Reason: Policy clarification.

ADM 670

Required Information to be Shared

Policy in this section is reorganized and revised.

Reason: Policy clarification.

ADM 700

Michigan Adoption Resource Exchange (MARE)

This item is updated with a new phone number.

Reason: Policy update.

ADM 710

State Ward Tracking System and Registration on the Michigan Adoption Resource Exchange (MARE)

- Policy is clarified regarding registration of all permanent wards on MARE.
- MARE registration of a child without an identified adoptive family must be submitted within 30 calendar days of the receipt

of the court order terminating parental rights, or the acceptance of the adoption referral, whichever is later.

- Policy is added regarding registration delays due to a delay in receipt of the termination order or an adoption referral.
- The requirement to include a strength based narrative and a high quality, current photograph of the child with the MARE registration for photo listing has been added.
- Policy regarding MARE registration of children with an identified adoptive family is clarified. The MARE registration must be submitted within 30 calendar days of the receipt of the court order terminating parental rights, or the acceptance of the adoption referral, whichever is later. The DHS-4809, Intent to Adopt must be submitted with the MARE registration for children with an identified adoptive family.
- Policy regarding registration following a disrupted adoption is added.

Reason: Policy updates and clarifications.

ADM 720

Placement of a Child Listed on the Michigan Adoption Resource Exchange (MARE)

- Additional policy is added to describe the documents that must be sent to a prospective adoptive family's agency when there is an inquiry about a child listed on MARE.
- Policy is added requiring the child's adoption worker and family's agency to develop a plan for sharing responsibility in providing or arranging transportation for the child during visitation.

Reason: Policy updates.

ADM 730

Disruptions and Dissolutions Tracking

Policy is added requiring agencies to report adoption disruptions and dissolutions to MARE within 10 working days. A completed Disruption/Dissolution Survey must be submitted to MARE within 30 calendar days of receipt of the survey by the adoption worker.

Reason: Policy updates.

ADM 820

Michigan Children's Institute (MCI) Ward Adoption Consent Process

Policy references to ADM 620 (MEPA/IEPA), NAA 200, NAA 400 (Native American Affairs) and ADM 830 - 880 (MCI Consent Process) are added.

Reason: Policy clarifications.

ADM 830

Adoption Consent Packets - Required Documentation

Policy in this section is reorganized for simplification.

Reason: Policy clarification.

ADM 850

Expedited Consent

Policy clarifications regarding expedited consent request requirements are:

- There must be no history of criminal convictions.
- The family must have no foster home licensing investigations with a finding of rule noncompliance or CPS investigations resulting in a finding of a preponderance of evidence of abuse or neglect.

Reason: Policy clarification.

ADM 950

Post Placement, Adoption Supervision and Finalization Procedures

- Policy references to CIMS and ASSIST are removed.
- Monthly caseworker visit policy that was initially published in Adoption Services Interim Bulletin ADB 2010-002 is added.
- Timeframes for entering caseworker visits in SWSS-FAJ have been changed from 5 calendar days to 5 business days.

- Additional caseworker visit requirements during adoption supervision for children placed with recruited families are added.
- Policy regarding Medicaid is updated to reflect the complete conversion to Bridges.

Reason: Policy updates.

ADM 990

Post Adoption Services

Policy regarding title IV-E adoption incentives that was initially published in Adoption Services Interim Bulletin ADB 2010-001, is added.

Reason: Policy update.

ADM 1010

Adoptive Family Case Record

Policy is updated to include the following in the adoptive family record:

- Documentation of adoptive parent orientation.
- The DHS-612, Adoptive Family Assessment Addendum.
- The child's non-identifying information (per ADM 300) that was provided to the adoptive parent(s).
- The written verification, signed by the adoption worker and adoptive parent(s), that a conference was held and information was provided to the adoptive parent(s) as required in ADM 670.

Reason: Policy clarifications.

ADM 1020

Adopted Child Case Record

Policy in this item is revised to include all required documentation.

Reason: Policy update.

ADM 1030**Adoption Case Record Retention**

- Policy is revised to clearly state the requirements for the contents of the adoption record, restrictions on access to closed records and disposition of records.
- Policy is added to direct adoption agencies to include at least one photograph of the child in the case record, but that additional photographs of family members should be given to the child or the adoptive parent(s) prior to adoption finalization. (Redaction of identifying information on photographs may be required.)
- Policy is added to clarify that the contents of records must be limited to one photograph and the actual record. The record must not include memorabilia, gifts or valuables; those items must be given to the adoptive child or adoptive parent(s) prior to adoption finalization.
- Policy is added to clearly direct agencies regarding the storage of, and access to, closed adoption records, and the requirement to send all adoption records to the DHS central office one year after the finalization of the adoption.

Reason: Confidentiality of records. Clarification of the contents of records.

ADM 1040**Release of Information from Closed Adoption Records**

Policy regarding release of information from closed adoption records is clarified. After adoption finalization, all requests for information from closed adoption records must be referred to the DHS adoption program office in central office.

Reason: Policy clarification.

ADM 1060**Closed Adoption Agency Policy**

Policy regarding the contents and organization of records forwarded to DHS central office from a closed adoption agency is added.

Reason: Policy clarification.

**MANUAL
MAINTENANCE**

ADM 521 is added.

Interim Bulletins ADB 2010-001 and ADB 2010-002 are obsolete.
Policy from these bulletins is incorporated in this policy release.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...****ADM 521****Changed Items (content changes) ...**

**ADM 210
ADM 230
ADM 300
ADM 330
ADM 400
ADM 410
ADM 430
ADM 440
ADM 500
ADM 510
ADM 520
ADM 540
ADM 600
ADM 610
ADM 630
ADM 670
ADM 700
ADM 710
ADM 720
ADM 730
ADM 820
ADM 830
ADM 850
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ADM 1040
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